



Where to start?

- ◆ If you want to take classes - start with Higher Education
- ◆ If you want to learn about what jobs are available - start with One-Stop Career Centers
- ◆ If you want training - start with Higher Education or One-Stop Career Centers
- ◆ If you want to start your own business - start with RISE, SCORE or the US Small Business Administration

This fact sheet and others can be found at www.mdod.maryland.gov and www.mdworkforcepromise.org.

Questions?

Contact the Maryland Department of Disabilities.

Career Options

Overview

When beginning your search for a career there are many places you can go to find out about jobs. These places can also tell you what training you will need and where to get that training. This fact sheet will talk about education after high school, places that help people who are interested in starting their own business, and One-Stop Career Centers.

Higher Education

Colleges offer many training choices. You do not have to go to school for four years to get training at a college. Today colleges have many ways to get training:

- ◆ Letter of Recognition - two or three classes that teach skills for a specific job.
- ◆ Certificate - a shorter program, teaching the skills needed for quick entry into the workplace.
- ◆ Degree - a two or four year program teaching the skills needed to get a job or continue your education.

Usually, the college has either a department or a person who is in charge of support services for students with

disabilities. They can help you with accommodations, problem solving and making sure the classes and the physical environment of the college are accessible. Examples of accommodations are:

- ◆ Taking tests in a quiet area
- ◆ Longer time for tests
- ◆ Note takers
- ◆ Written copies of material that is presented out loud
- ◆ Notes from lectures
- ◆ Use of an interpreter

The services offered at each college will vary. You should be prepared to give documentation of your disability.

Starting Your Own Business

There are a several programs that can help you start your own business.

RISE (Reach Independence through Self-Employment) is a program for individuals who are eligible for services through DORS (Division of Rehabilitation Services).

Individuals interested in starting their own business must first speak with their

DORS counselor. You may need to take two self-employment courses to see if self-employment is the right choice for you. Then you will write a business plan and it will be reviewed by business and banking experts.

SCORE offers free small business advice and training. SCORE has workshops on writing a business plan and how to

apply for a loan.

The **U.S. Small Business Administration** (SBA) offers information on how to start your business, writing a business plan and financing.

There are district and local SBA offices in each state. To find an office near you, see the contact information in the resource section of this fact sheet.

One-Stop Career Centers

One-Stop Career Centers are places that have many programs for training, education and employment under one roof. These centers offer all jobseekers easy entry to services such as job listings, referrals to employers and placement assistance.

If you are a person with a disability and are having problems getting services from the One-Stop Career Center, a Disability Program Navigator may be able to help.

A Disability Program Navigator:

- ♦ Has up-to-date knowledge of resources in the community for people with disabilities.

- ♦ Assists One-Stop Career Center staff in bringing together services for individuals with disabilities within the One-Stop Career Center.
- ♦ Assists One-Stop Centers with access for individuals with disabilities.
- ♦ Provides training on disability related topics and programs.

A Disability Program Navigator is not a Case Manager, Vocational Rehabilitation Specialist or a Benefits Counselor.

To locate the One-Stop Center in your area, see the contact information for America's Service Locator in the resource section.

Resources

Maryland Resources:

America's Service Locator

(to locate your local One-Stop Career Center)
Voice: (877) 348-0502
TTY: (877) 348-0501
Website: www.servicelocator.org

Governor's Workforce Investment Board

Voice: (410) 767-2408/ (886) 408-5487
Email: gwib@gwib.state.md.us
Website: www.mdworkforce.com

Maryland Department of Disabilities

Voice/TTY: (410) 767-3660
Voice/TTY: (800) 637-4113
Email: mdod@mdod.state.md.us
Website: www.mdod.maryland.gov

Maryland Department of Labor, Licensing and Regulation (DLLR)

Voice: (410) 767-2018
Email: ehoward@careernet.state.md.us
Website: www.dllr.state.md.us

Maryland Disability and Higher Education Network (MDDHEN)

MDDHEN is a group of disability support providers from colleges and universities around the state of Maryland.
Website: www.montgomerycollege.edu/Departments/dispvcv/best-practices/index.html

Maryland Disability WorkFORCE Information Exchange

Voice: (301) 662-0099
TTY: (301) 662-4853
Email: info@mdworkforcepromise.org
Website: www.mdworkforcepromise.org

Maryland State Dept. of Education Division of Rehabilitation Services (DORS)

Voice: (410) 554-9385/ (888) 554-0334
TTY: (410) 554-9411
Email: dors@dors.state.md.us
Website: www.dors.state.md.us

MIETP (Maryland Institute for Employment and Training Professionals)

Voice: (410) 290-9072
Email: registrar@mietp.org
Website: www.mietp.org

RISE

Voice/TTY: (410) 863-7473
Voice: (888) 788-7473
Email: mail@riseprogram.com
Website: www.riseprogram.com

TransCen, Inc.

Voice: (301) 424-2002
TTY: (301) 309-2435
Email: inquiries@transcen.org
Website: www.transcen.org

National Resources:

National Center on Workforce and Disability/Adult (NCWD/Adult)

Voice/TTY: (888) 886-9898
Email: contact@onestops.info
Website: www.onestops.info

One Stop Toolkit

This website provides information on resources and One-Stop Career Centers.
Website: www.onestoptoolkit.org

SCORE

Voice: (800) 634-0245
Website: www.score.org

Social Security Administration (SSA)

Voice: (800) 772-1213
TTY: (800) 325-0778
Disability Programs: www.socialsecurity.gov/disability/
Disability Program Navigator: www.socialsecurity.gov/disabilityresearch/navigator.htm

U.S. Department of Labor (DOL) Employment and Training Administration (ETA)

Division of Disability Workforce Programs
Voice: (202) 693-3844
Website: www.doleta.gov/disability

U.S. Department of Labor (DOL) Office of Disability Employment Policy (ODEP)

Voice: (866) 633-7365
TTY: (877) 889-5627
Website: www.dol.gov/odep

U.S. Small Business Administration

Maryland District Office
Voice: (410) 962-4392
Website: www.sba.gov/md